



Republic of the Philippines
Department of Education
REGION VI – WESTERN VISAYAS
SCHOOLS DIVISION OF AKLAN

August 25, 2026

DIVISION MEMORANDUM

No. 486, s. 2026

**REITERATION OF THE UTILIZATION OF THE ENHANCED PROJECT
MADASIG DOCUMENT TRACKING SYSTEM (DTS)**

To: Assistant Schools Division Superintendent

Chief Education Supervisors

Education Program Supervisors

Public Schools District Supervisors

Senior/Education Program Specialists

Principals/Head Teachers In-Charge of the District

Public and Private Elementary, Secondary and Integrated School

Unit Heads/D.O. personnel

All others Concerned

1. The Records Unit, in collaboration with the system developer, Mr. Mahnnie Q. Tolentino, EPS, LRMDs Office and Mrs. Floradel P. Jamero, ITO, will implement the enhanced version of the Project MADASIG Document Tracking System (DTS) to further strengthen the Data and Records Management System of the Division of Aklan. The enhanced system shall be implemented throughout the Division of Aklan effective **September 1, 2026**.
2. The enhanced Project MADASIG Document Tracking System is intended to facilitate the systematic recording, routing, monitoring, and tracking of incoming and outgoing documents within the office. It shall provide a uniform mechanism for monitoring the movement and status of documents from receipt through processing, completion, and release. The status and movement of documents may be monitored in the field through the scanning of the QR code provided in the DTS slip.
3. Personnel from the field and other offices shall submit documents to the Division Office with the attached updated DTS slip containing the corresponding QR code. **Documents without the updated DTS slip or those using the old version of the DTS shall not be accepted for processing. Clients are required to secure and keep their DTS slip, which will serve as their reference for directly tracking the whereabouts and status of their documents.**





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4. The new website link for the enhanced version of the **Project MADASIG Document Tracking System (DTS)** is provided below:
<https://madasigv3.depedaklan.online>
5. All units in the Division Office are hereby directed to scan all documents received for processing through the enhanced Project MADASIG DTS. They shall likewise ensure that all necessary information indicated in the DTS slip is complete, accurate, and updated.
6. The full utilization of the enhanced system by all concerned personnel are expected to ensure the successful implementation of the updated Project MADASIG DTS and to promote efficient, transparent, and accountable document management within the Division Office.
7. Immediate dissemination and strict compliance with this Memorandum are hereby desired.

FELICIANO C. BUENAFE, JR., CESO V
Schools Division Superintendent *me*

Enclosure: None

To be indicated in the Perpetual Index
under the following subject:

INFORMATION CREATION EMPLOYEES OFFICES OFFICIALS RECORDS
TECHNOLOGY

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